

Message

---

**From:** Dehne, Andrea [dehne.andrea@epa.gov]  
**Sent:** 3/15/2022 3:50:37 PM  
**To:** Walker, Russell [RWalker@nas.edu]; Rangel, Jorge [Rangel.Jorge@epa.gov]  
**CC:** Smith, Jennifer [Smith.Jennifer.L@epa.gov]  
**Subject:** RE: Bilateral Signature Request DOTO\_68HERC19D0011\_68HERC20F0055\_Mod\_P00005

Awesome and I will mirror the numbers and hopefully get you a revised mod for signature by the end of the week.

Thank you,

*Andie*

Andrea Dehne  
CAD Contract Specialist/Officer  
US Environmental Protection Agency  
26 West Martin Luther King Drive  
Cincinnati, OH 45268  
(513)487-2099

---

**From:** Walker, Russell <RWalker@nas.edu>  
**Sent:** Tuesday, March 15, 2022 11:47 AM  
**To:** Dehne, Andrea <dehne.andrea@epa.gov>; Rangel, Jorge <Rangel.Jorge@epa.gov>  
**Cc:** Smith, Jennifer <Smith.Jennifer.L@epa.gov>  
**Subject:** RE: Bilateral Signature Request DOTO\_68HERC19D0011\_68HERC20F0055\_Mod\_P00005

Hello Andie,

IPP credit invoice was a success! If the new balance equals the mod amount, we can execute.

Russell

**Russell Walker**  
Contract Manager

The National Academies of Sciences, Engineering and Medicine  
500 Fifth Street, NW; Washington, DC 20001 | Ph: 202-334-2004  
<http://www.nationalacademies.org>

---

**From:** Dehne, Andrea <dehne.andrea@epa.gov>  
**Sent:** Tuesday, March 8, 2022 9:33 AM  
**To:** Rangel, Jorge <Rangel.Jorge@epa.gov>; Walker, Russell <RWalker@nas.edu>  
**Cc:** Smith, Jennifer <Smith.Jennifer.L@epa.gov>  
**Subject:** RE: Bilateral Signature Request DOTO\_68HERC19D0011\_68HERC20F0055\_Mod\_P00005

Morning,

Thank you Jorge and we received the same information when inquiring internally;

The end result is that the contractor has to submit a "credit memo". Not sure what that entails and if not apparent please kindly ask the contractor to call the IPP Helpdesk again for information on how the "credit memo process" works.

Thank you,

*Andrea*

Andrea Dehne  
CAD Contract Specialist/Officer  
US Environmental Protection Agency  
26 West Martin Luther King Drive  
Cincinnati, OH 45268  
(513)487-2099

---

**From:** Rangel, Jorge <[Rangel.Jorge@epa.gov](mailto:Rangel.Jorge@epa.gov)>  
**Sent:** Tuesday, March 8, 2022 8:37 AM  
**To:** Dehne, Andrea <[dehne.andrea@epa.gov](mailto:dehne.andrea@epa.gov)>; Walker, Russell <[RWalker@nas.edu](mailto:RWalker@nas.edu)>  
**Cc:** Smith, Jennifer <[Smith.Jennifer.L@epa.gov](mailto:Smith.Jennifer.L@epa.gov)>  
**Subject:** RE: Bilateral Signature Request DOTO\_68HERC19D0011\_68HERC20F0055\_Mod\_P00005

Hi Russ,

There is a way to enter credits into the IPP. See the note below from Clint Thomson.

Let us know if it works. We can then amend the PR for the MOD that is needed to de-obligate the balance of the funds.

***Jorge G. Rangel, Jr.***

Office of Research and Development,  
Office of Resource Management ORD/ORM/EMD/CMB  
Environmental Protection Agency  
1200 Pennsylvania Avenue, Mail Code 8106R  
Washington, DC 20460  
202-564-1606

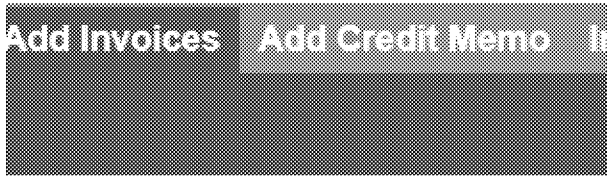
[STREAMS IV Web-page](#)  
[STREAMS III Web-page](#)  
[ORD Graphics and Media Support \(EP-C-18-008\)](#)  
[NAS Contract Award 68HERC19D0011](#)  
[ORD Data & Document \(D&D\) Services \(EP-G16H-01281\)](#)  
[ALTCOR Technical Support for ORDs Ecological & Global Change Assessment Program \(EP-C-17-031\)](#)

---

**From:** Thomson, Clint <[Thomson.Clint@epa.gov](mailto:Thomson.Clint@epa.gov)>  
**Sent:** Tuesday, March 8, 2022 8:12 AM  
**To:** Rangel, Jorge <[Rangel.Jorge@epa.gov](mailto:Rangel.Jorge@epa.gov)>; Dehne, Andrea <[dehne.andrea@epa.gov](mailto:dehne.andrea@epa.gov)>  
**Cc:** Smith, Jennifer <[Smith.Jennifer.L@epa.gov](mailto:Smith.Jennifer.L@epa.gov)>  
**Subject:** RE: Bilateral Signature Request DOTO\_68HERC19D0011\_68HERC20F0055\_Mod\_P00005

Good morning Jorge,

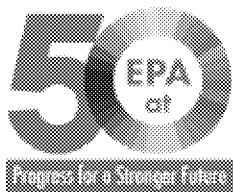
This is what I found out. The vendor can submit credit invoice in IPP. There is a feature in IPP called credit memo and the vendor can submit credit invoices just like normal invoices. When submitting invoices via credit memo, the vendor enters the amounts as debit.



Hope this helps.



We value your feedback. Please share your customer experience by completing the Customer Service Survey.  
[RTP-FC Customer Service Survey](#)



---

**From:** Rangel, Jorge <[Rangel.Jorge@epa.gov](mailto:Rangel.Jorge@epa.gov)>  
**Sent:** Tuesday, March 8, 2022 7:23 AM  
**To:** Dehne, Andrea <[dehne.andrea@epa.gov](mailto:dehne.andrea@epa.gov)>; Thomson, Clint <[Thomson.Clint@epa.gov](mailto:Thomson.Clint@epa.gov)>  
**Cc:** Smith, Jennifer <[Smith.Jennifer.L@epa.gov](mailto:Smith.Jennifer.L@epa.gov)>  
**Subject:** RE: Bilateral Signature Request DOTO\_68HERC19D0011\_68HERC20F0055\_Mod\_P00005

Good morning Clint,

This is the email string I referenced about the IPP credit issue with NAS. Any guidance would be helpful. There has to be a way for us to get "CREDIT" back on our awards.

***Jorge G. Rangel, Jr.***

Office of Research and Development,  
Office of Resource Management ORD/ORM/EMD/CMB  
Environmental Protection Agency  
1200 Pennsylvania Avenue, Mail Code 8106R  
Washington, DC 20460  
202-564-1606

STREAMS IV Web-page

STREAMS III Web-page

ORD Graphics and Media Support (EP-C-18-008)

NAS Contract Award 68HERC19D0011

ORD Data & Document (D&D) Services (EP-G16H-01281)

ALTCOR Technical Support for ORDs Ecological & Global Change Assessment Program (EP-C-17-031)

---

**From:** Walker, Russell <RWalker@nas.edu>

**Sent:** Friday, March 4, 2022 9:56 AM

**To:** Dehne, Andrea <dehne.andrea@epa.gov>; Rangel, Jorge <Rangel.Jorge@epa.gov>

**Cc:** Smith, Jennifer <Smith.Jennifer.L@epa.gov>

**Subject:** RE: Bilateral Signature Request DOTO\_68HERC19D0011\_68HERC20F0055\_Mod\_P00005

Good morning Andie,

We're being told by IPP that negative invoices are not possible. Let me know what other options we have to resolve. It appears that we may need to write EPA a check for that amount.

Russ

---

**From:** Dehne, Andrea <dehne.andrea@epa.gov>

**Sent:** Friday, March 4, 2022 8:01 AM

**To:** Walker, Russell <RWalker@nas.edu>; Rangel, Jorge <Rangel.Jorge@epa.gov>

**Cc:** Smith, Jennifer <Smith.Jennifer.L@epa.gov>

**Subject:** RE: Bilateral Signature Request DOTO\_68HERC19D0011\_68HERC20F0055\_Mod\_P00005

Morning,

Please try reaching out to the IPP Helpdesk (see contact info below) regarding a credit (negative invoice) submission. Please let us know if you do not get a helpful answer and we have a few folks internally that we can reach out to and try to resolve.

IPP Help desk info:

(866) 973-3131

IPPCustomerSupport@fiscal.treasury.gov

Thank you,

*Andie*

Andrea Dehne

CAD Contract Specialist/Officer

US Environmental Protection Agency

26 West Martin Luther King Drive

Cincinnati, OH 45268

(513)487-2099

---

**From:** Walker, Russell <RWalker@nas.edu>

**Sent:** Thursday, March 3, 2022 4:46 PM

**To:** Rangel, Jorge <Rangel.Jorge@epa.gov>; Dehne, Andrea <dehne.andrea@epa.gov>

**Cc:** Smith, Jennifer <Smith.Jennifer.L@epa.gov>

**Subject:** RE: Bilateral Signature Request DOTO\_68HERC19D0011\_68HERC20F0055\_Mod\_P00005

Hi Jorge,

I confirmed that we did invoice for it, but it is not possible to submit a negative invoice via IPP. Is it an option to leave this TO as is and issue the credit to another EPA TO?

Russ

---

**From:** Rangel, Jorge <Rangel.Jorge@epa.gov>

**Sent:** Thursday, March 3, 2022 3:57 PM

**To:** Walker, Russell <RWalker@nas.edu>; Dehne, Andrea <dehne.andrea@epa.gov>

**Cc:** Smith, Jennifer <Smith.Jennifer.L@epa.gov>

**Subject:** RE: Bilateral Signature Request DOTO\_68HERC19D0011\_68HERC20F0055\_Mod\_P00005

Russ,

Our system shows \$13,985.30. Can you tell us when you will be issuing the "Credit"? I can quickly check on our end once I hear from you. We won't be able to finalize the process on our end until that credit gets processed.

Thanks

***Jorge G. Rangel, Jr.***

Office of Research and Development,  
Office of Resource Management ORD/ORM/EMD/CMB  
Environmental Protection Agency  
1200 Pennsylvania Avenue, Mail Code 8106R  
Washington, DC 20460  
202-564-1606

STREAMS IV Web-page

STREAMS III Web-page

ORD Graphics and Media Support (EP-C-18-008)

NAS Contract Award 68HERC19D0011

ORD Data & Document (D&D) Services (EP-G16H-01281)

ALTCOR Technical Support for ORDs Ecological & Global Change Assessment Program (EP-C-17-031)

---

**From:** Walker, Russell <RWalker@nas.edu>

**Sent:** Thursday, March 3, 2022 3:25 PM

**To:** Dehne, Andrea <dehne.andrea@epa.gov>

**Cc:** Rangel, Jorge <Rangel.Jorge@epa.gov>; Smith, Jennifer <Smith.Jennifer.L@epa.gov>

**Subject:** RE: Bilateral Signature Request DOTO\_68HERC19D0011\_68HERC20F0055\_Mod\_P00005

Hello Andie,

NAS shows a balance of \$14,505.51. This is due to a credit (refund) for an unused domestic airline ticket. Let me how you want to handle. Thanks.

Russ

---

**From:** Dehne, Andrea <[dehne.andrea@epa.gov](mailto:dehne.andrea@epa.gov)>  
**Sent:** Thursday, March 3, 2022 10:58 AM  
**To:** Walker, Russell <[RWalker@nas.edu](mailto:RWalker@nas.edu)>  
**Cc:** Rangel, Jorge <[Rangel.Jorge@epa.gov](mailto:Rangel.Jorge@epa.gov)>; Smith, Jennifer <[Smith.Jennifer.L@epa.gov](mailto:Smith.Jennifer.L@epa.gov)>  
**Subject:** Bilateral Signature Request DOTO\_68HERC19D0011\_68HERC20F0055\_Mod\_P00005

Good Morning,

Please review, sign and return the attached bilateral mod for un-invoiced de-ob of remaining funds and confirmation of TO closeout.

Thank you,

*Andrea*

Andrea Dehne  
CAD Contract Specialist/Officer  
US Environmental Protection Agency  
26 West Martin Luther King Drive  
Cincinnati, OH 45268  
(513)487-2099